



Attendees: Eddie, Greg, Janice, Yvonne, Garfield, Jill

Absent: Amalia, Max, Dean, Rob, Carolyn, Kelly, John, Geneva

Approval of July and August minutes (see attached) – Motion to approve – Greg, seconded by Garfield.

Updates from the Chair – Eddie – (5 min)

- Discussion and approval of amended RAPA by-laws (were attached to agenda)
- Eddie updated the bylaws, which have been circulated. Changes involved formatting, updating the initiatives and changing the nomination process, to remove the option of nominations from the floor. Article 11 of our bylaws indicates that changes to the bylaws can be made via a vote at the conference or by electronic voting by the voting members.
- **Action: Eddie** to email the voting members regarding the changes to the bylaws prior to the October 10<sup>th</sup> meeting. This was completed after the meeting.

Treasury Update – Eddie – (10 min)

Approval of August financial statements – Financials for August were outstanding at the time of the meeting. This has been carried over to the October meeting for discussion.

**Action: Jill** to reach out to John for the August financials – done.

Planning committee – Kelly (15 min) - absent.

- Discuss allocation of Marriott reward points – discussion deferred due to Kelly's absence. **Action:** Eddie to discuss with Kelly and finalize based on our previous decision on this (which was captured in the minutes).
- Update on waived registration fees for presenters – Eddie updated the group that the Executive of the Board, via an email vote, agreed to waive the registration fees for non-industry speakers who are coming in only for their portion of the conference. There is a precedent for this.
- **Action: Jill** to record this decision in the minutes – done.

2019 Fall Meeting – Update on Planning Progress

- Eddie also mentioned that registration looks very strong. We currently have 80 people registered for the conference. We usually shoot for 100 and get 90. The block of hotel rooms at the RAPA rate is 90, the maximum conference attendance to stay on budget is 100.

Membership and outreach update (5 min) – Yvonne

- Yvonne updated that she sent out an email blast that morning reminding people to register for the conference, if they hadn't already.
- She received about 30 bounce backs from approx. 168 email addresses so was questioning who has the most up to date listing
- It is difficult to determine the voting and non-voting members as membership fees are now the same for both and there is some concern that voting members, may not have clicked on the voting member option.
- **Action: Eddie** to provide Yvonne with the list he is using – completed after meeting
- **Action: Garfield** to send the list his team used for the webinar along with a description of his colour-coding.
- **Action: Yvonne and Rob** to reconcile and finalize list of voting members – completed after meeting.

	Conferences - reach out to potential RAPA members	Locations	Dates	Status
LOMA	Annual Conference and Conferment	Boston, MA	Sept 4-6, 2019	upcoming
SOA	Annual Conference	Toronto, ON	Oct 27-30, 2019	upcoming

#### Other Committee Updates (15 min)

Communications/Website – Rob – absent – no update

- Status of FAQ on RAPA for website – **Action from last meeting: Jill** to ensure this topic is carried over to the next meeting.

Data Initiative – Dean – absent. Written update provided below:

- Results from the Webinar survey have been provided to Garfield.
- Data Quality – Still working on a generic version of the “Letter of Admin Partnership”: Partnership Start Guide

Education Committee – Garfield

- Update on response to first RAPA hosted webinar
- Approx. 60 people attended the August seminar which is a good turnout. 14 of those responded to the survey.
- ~50% of the attendees were non-members
- The next topic planned is to do treaty contracts and approaches. The goal is leverage 3 areas and 3 presenters, hopefully a direct writer, reinsurer and retrocessionaire for 10-15 minute presentations followed by a round table.
- Greg has agreed to support this initiative
- **Action: Jill** to speak to Kim Holas, PL Re’s lawyer and head of their treaty area to gauge her interest to participate. Completed after the meeting.

- A survey went out to participants with 9 questions in 3 areas:
  - Effectiveness of webinar format – there were some technical challenges with the JoinMe platform. **Action: Garfield** to reach out to JoinMe to resolve these. However, 85% of those who responded to the survey thought the platform was good and 13/14 respondents said the content was relevant.
  - RAPA involvement and membership – 57% of the survey respondents were members and 43% were non-members. 29% of non-members indicated they were likely to join an initiative.
  - Future topics - respondents were asked “What can RAPA do to benefit you?”
  - Responses: treaties, best practices and more training modules, more webinars, networking opportunities and talking about solutions to business problems, develop content and make available on website
  - In terms of what other topics people would like to see: similar to previous, tools and tips, best practices, training on policy riders, audits – how they work and confidentiality were suggested

Risk Sub-Committee – Amalia - absent

Audit Sub-Committee –Janice

- The audit committee was scheduled to meet the afternoon of Sept. 4<sup>th</sup> to discuss the working session for Monday and the slides for the Tuesday update to the conference attendees.
- The committee sent out a survey to approx. 76 participants in the summer but received only 5 responses.
- A reminder has already been sent asking for a response.
- They are also consolidating information from other sources and are continuing to work on the White Paper. This won't be completed for the Fall meeting but they will be prepared to update on their progress at the meeting

Innovation – Max - absent. Max provided a written update before the meeting that there was no major update from the innovation subcommittee; they will be picking up their activity with summer vacations now wrapping up. He will be scheduling working sessions over the next few weeks.

Board Elections – Greg.

**Action: Yvonne and/or Rob** to figure out the voting members for each company and provide to Greg. Completed after the meeting.

**Action: Greg** to reach out to voting members with the slate of candidates for online voting prior to the conference. Completed subsequent to the meeting.

Greg updated the group about the upcoming slate of candidates. These candidates were chosen by a nomination committee, lead by Greg, in his role as Past-Chair. The proposed slate for the upcoming period is:

Chair: Genevra Pflaum  
Vice Chair: Jill Dupuis  
Treasurer: John DeCarlo  
Past Chair: Eddie Martinez  
Secretary: Melanie Netzer

Due to Genevra being out on maternity leave until the end of the year, Eddie has agreed to stay in the Chair role until Genevra returns. They will complete the transition of Genevra into the Chair role at the Spring 2020 meeting. While Eddie is in the Chair role, Greg will remain as Past-Chair and then will roll off in the spring of 2020.

The meeting was adjourned.